

March 25, 2002

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

**DEPARTMENT OF COMMUNITY AND SENIOR SERVICES' (CSS) REQUEST TO  
APPOINT MANAGEMENT POSITION – ASSISTANT DIRECTOR, AGING AND  
ADULT SERVICES BRANCH**

Consistent with the August 4, 1998 Board-approved policy on management appointments, we received the attached request from Robert Ryans, Director of Community and Senior Services, to appoint Mike J. Earley to the position of Assistant Director, Aging and Adult Services at an annual salary of \$101,490 (\$8,457 per month – R13, 2<sup>nd</sup> quartile). The item is fully funded in CSS' FY 2001-02 Final Adopt Budget and is a revenue offset position that is funded under the Adult Protective Services (APS) and Older American Act grants. Attached is a copy of the Department's organization chart for your reference.

Mr. Earley has been acting in this position for the past year. This position provides executive, management, and administrative direction to six subordinate managers engaged in the provision of mandated APS program and an array of community programs such as Domestic Violence, Community Services, and Dispute Resolution activities. He is also an active participant in several community boards/councils including the Community Action Board, Area Agency on Aging Advisory Council, and Commission on Aging. Mr. Earley also performs in the capacity of Director of the Los Angeles County Area Agency in Aging.

While your Board recently approved a reaffirmation and expansion of our current hiring/promotion freeze policy, we still recommend approval of Mr. Ryan's request due to the critical need for the Assistant Director item to be filled. The inability to fill this position would directly impact the Department's ability to maximize its funding resources resulting in the reduction of services to the seniors and the community, loss of revenue, and a reduction of future grant funding.

Each Supervisor  
March 25, 2002  
Page 2

Mr. Earley's current title is Program Manager (8194), range 11, with a monthly base salary of \$7,060.92. Although the requested salary of \$101,490 reflects a 19.8 percent increase, this only places Mr. Earley at a salary which is \$1.00 greater than his highest paid subordinate. Based on the above, we concur with Mr. Ryan's request to appoint Mr. Earley to the position of Assistant Director effective April 2, 2002.

In accordance with the policy on managerial appointments, unless we hear otherwise from your offices by March 29, 2002, we will notify Mr. Ryans that he is authorized to proceed with the appointment.

Please let me know if you have any questions, or your staff may contact Anna Hom-Wong of this office at (213) 893-2295.

DEJ:DL  
SRK:AHW:tld

#### Attachments

c: Executive Officer, Board of Supervisors  
Director, Department of Community and Senior Services  
Director of Personnel